

Telephone Interview Preparation

AIM Program

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Preparing for the Telephone Interview

- Research the opportunity
 - Know the job description
 - Understand the basic and job related qualifications
 - Know the firm and program
 - Identify the basic and job related qualifications
 - Identify the desired characteristics
 - Identify the skills and abilities sought

GE Capital Investment Analyst Program Example

Job Title: 5041 - INVESTMENT ANALYST - GE Capital Americas

Organization Name: GENERAL ELECTRIC

***Compensation Type : Salaried**

***Job Description: Position Description:**

The Investment Analyst works in conjunction with In-Charge Analysts and staff members in completing field examinations of existing and prospective Capital Americas clients to:

Analyze, understand and report on a client's Operations, Financing, Marketing, Accounting, competitive advantages, industry, etc.

Recommend solutions to mitigate risk.

Represent Capital Americas in the field.

***Qualifications: Business/Program: GE Capital, Americas**

Position Title: 5041 - INVESTMENT ANALYST - GE Capital Americas

Job Type: Full-Time

Minimum GPA: 3.0

Function: Finance/Financial Services

Degrees: Bachelors

Graduation Dates: May 2011

Majors: Accounting, Finance

Current School Level: Senior

Summary:

GE Capital Americas provides an array of financing solutions to corporate and middle market customers involved in acquisitions, buyouts, refinancings, and recapitalizations. Products include working capital lines, term loans, growth capital, capital expenditure lines, debtor-in-possession lines, plan of reorganization financings, and securitization. Capital Americas consists of customer-focused business segments, with over \$35 billion in assets employing a diverse and talented team of professionals around the world.

The Investment Analyst Program (IAP) within CFS is a commercial lending leadership development program designed as the primary career entry point into the GE Corporate Financial Services community.

IAP is an intensive and comprehensive program that consists of on-the-job experience combined with formal classroom training. It is designed to teach a combination of technical, financial and business skills that will prepare you for a commercial lending position within GE CFS.

This program is designed around continuous feedback and individual achievement. Individuals are entrusted with continuously increasing levels of responsibility demonstrating core analytical competencies. Analytical focus is on asset performance, liquidity, systems and controls, risk mitigation strategies.

Program includes series of intensive training courses designed to enhance analytical/lending skills. Progress through program is based on quantitative/qualitative measures including evaluations after each assignment.

The Investment Analyst (IA) opportunity provides an exciting, challenging and rewarding start to your career! Come and join great people on a great winning team!

Basic Qualifications:

Bachelor's Degree in Accounting or Finance.

Cumulative GPA of 3.0 or higher.

Demonstrated leadership skills on campus and in community service.

Relevant business, finance and/or accounting internships.

At least 6 credit hours of accounting courses.

ELIGIBILITY REQUIREMENTS:

Job Description

- Job Description: The Investment Analyst works in conjunction with In-Charge Analysts and staff members in completing field examinations of existing and prospective GE Capital Americas clients to:
 - Analyze, understand and report on a client's Operations, Financing, Marketing, Accounting, competitive advantages, industry, etc.
 - Recommend solutions to mitigate risk.
 - Represent Capital Americas in the field.

Basic and Job Related Qualifications

- Qualifications: Business/Program: GE Capital, Americas
- Position Title: 5041 - INVESTMENT ANALYST - GE Capital Americas
- Job Type: Full-Time
- Minimum GPA: 3.0
- Function: Finance/Financial Services
- Degrees: Bachelors
- Graduation Dates: May 2011
- Majors: Accounting, Finance
- Current School Level: Senior
- Demonstrated leadership skills on campus and in community service.
- Relevant business, finance and/or accounting internships.
- At least 6 credit hours of accounting courses.
- Unrestricted authorization to work in the United States.
- Must be willing to travel 70%.
- Must be willing to work in an office in Norwalk, CT or Chicago, IL.
- Must be willing to comply with pre-employment screening, including but not limited to, drug testing, reference verification and background check.

Desired Characteristics

- Desired Characteristics:
 - Excellent academic credentials.
 - Intermediate Accounting courses preferred.
 - Demonstrated leadership skills on campus and in community service.

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Skills and Abilities

- Skills and Abilities:
 - Solid analytical skills as demonstrated through class work, work related activities.
 - Superior communication skills in verbal, written and interpersonal competencies.
 - Advanced computer knowledge (Excel and Word).

Preparation is the Key to the Telephone Interview

- Know all of the essentials about the job, including the qualifications, characteristics, and skills and abilities sought
- Your mission during the interview is to bridge the gap between the job requirements and your background (resume)

How to do this?

- Have the three main messages you wish to deliver (in the case of the GE IAP):
 - You have the qualifications (background)
 - You have the skills
 - analytical skills (academic and work skills)
 - leadership and communication skills (examples of leadership, community service, and interpersonal competencies)
 - You have the desire (will)

3 X 3 Approach

Tell them you have the background, skills, and desire for the position	Back-ground	Skills	Will	Tell them again that you have the background, skills, and desire for the position
	1. Academic background (GPA, advanced courses)	1. Leadership / Teamwork (roles in community service or teams/clubs)	1. School / work balance (AIM, clubs, jobs)	
	2. Relevant experience (internship)	2. Analytical skills (AIM, financial, Excel)	2. Passion to work for GE Capital	
	3. Self-starter / ability to travel (study abroad)	3. Communication (presentations, oral and written)	3. Story about love of finance	

Conclusion

- Anticipate questions – and know the answers
- Have a ‘good question’ for them, if asked
 - Don’t ask a question you could have researched
 - Ask something that shows you’ve done your homework about GE and the IAP
- Be concise in telling them again that you have the background, skills, and desire for the position
- Follow up with ‘thank you’ e-mail and note

Other stuff

- Stand during phone interview and use hand gestures
- Give concise answers and ask if they want follow-up or clarification
- Be energetic (you can fall into a monotone too easily on the phone if you're not careful)
- Clear voice (not soft), varied, committed/confident
 - No background noise
- Use your 3x3 note cards – get your points across and be certain you've bridged the resume with the desired qualifications and requirements
- Humor – don't try it on the phone because it can backfire